# Department of Agriculture and Forestry
## Dual Career Ladder Policy for Information Technology Positions

*Effective Date:*     *May 8, 2013*
*Authorization:*     *Commissioner Mike Strain, DVM*
                          *Deputy Commissioner Brent D. Robbins, DVM*

In accordance with Civil Service Rule 5.9, it is the policy of the Human Resources division of the Louisiana Department of Agriculture and Forestry (LDAF) to administer a Dual Career Ladder (DCL) program for Information Technology positions.

## I.   PROGRAM GOALS AND EXPECTATIONS

The goals and expectations to be derived from the Department of Agriculture and Forestry (LDAF) Information Technology Dual Career Ladder (DCL) program are:

- To increase flexibility in meeting programmatic needs
- To increase job satisfaction through promotion based upon technical expertise rather than supervisory/managerial responsibilities
- To continue to reduce the turnover within the Information Technology series through increased promotional opportunities and thereby preserving the institutional knowledge acquired by employees who remain with LDAF and ensure the continuity of complex programs.
- To increase the efficiency of programs, i.e., managers can manage without being solely responsible for complex/technical issues and technical experts can devote their expertise to complex issues rather than supervisory/managerial responsibilities, and
- To promote continuous education within our organization.

## II.   PERFORMANCE STANDARDS FOR ELIGIBILITY

Individuals who are eligible to be considered for positions in the Dual Career Ladder must meet the following criteria:

- Effective July 1, 2012 through June 30, 2013, employees must have received an evaluation of Satisfactory on June 30, 2012.
- Effective July 1, 2013 and after, employees must have received an evaluation of Successful or above for the previous evaluation period.
- Not evaluated or Unrated evaluations shall be viewed as receiving an evaluation of Successful, or its equivalent.
- In the event that the previous PES rating is not available, efforts shall be made to obtain performance information from the applicant's previous employer(s) if the employee is unclassified or from the private sector.

## III.   SELECTION PROCEDURES

Newly created Dual Career Ladder Positions will be filled by reallocation during the first year of usage. Newly established or vacant positions will then be filled by a

competitive basis.  Positions will be announced upon approval of a Personnel Action Request Form by the Appointing Authority to fill the position. The job announcement will be posted in LA Careers in accordance with Civil Service requirements. Applications will be received during the posting period and evaluated. Applicants meeting the minimum qualification requirements will be routed to the appropriate hiring manager.  Final recommendation will be sent to the Deputy Commissioner who will have final approval authority.

## IV.   SUPPLEMENTAL QUALIFICATIONS

Each DCL position will have specific requirements that are uniform for all the positions, including experience in a highly specialized area or having special licenses and/or certificates, in addition to the minimum qualification requirements. LDAF shall utilize the following job title, supported by the job specification on the Civil Service website, for the Dual Career Ladder position:

- Information Technology Technical Support Consultant-DCL

LDAF anticipates establishing new positions and present positions supported by specific job descriptions that may include additional qualification requirements above the minimum requirements outlined in the job specification. These supplemental qualification requirements will be determined by programmatic needs and shall be approved by SCS Staffing Division prior to announcing in LA Careers.

## V.   SCOPE OF USE

LDAF will use the existing job specifications for the Information Technology series. These positions will be created and utilized based on documented programmatic needs. The scope of the DCL program is limited by reporting requirements, essential functions, and supplemental qualifications. The Information Technology DCL jobs will not exceed 25% of all funded non-supervisory IT positions.

## VI.   PROGRAM ASSESSMENT AND REPORTING

At the end of each fiscal year, LDAF will compile a report detailing the activity of the DCL program for the preceding fiscal year. It will contain the following information:

- The number of DCL positions filled during the fiscal year
- How the employees who filled these DCL positions were selected for inclusion
- The previous performance evaluation category of those employees selected
- Progress toward the attainment of specified goals
- Other substantive details about the DCL positions

This report will be submitted to the Department of State Civil Service by July 31st each fiscal year.